

Howth Road Mixed National School

# Code of Behaviour

(Including Ethos statement)

Last amended 28<sup>th</sup> February 2012.

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Chairperson of the Board of Management

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## **1.1 Introduction**

The Code of Behaviour for Howth Road Mixed National School is underpinned by the ethos and characteristic spirit of the school. The Code of Behaviour is drawn up in line with Department of Education guidelines, in order to provide parents, pupils and staff with clear guidelines in this regard. The Code offers a frame within which positive techniques of motivation and encouragement in education are utilised, with a view to providing an atmosphere in which the nurture and development of each child can be developed as fully as possible.

This Code can only be effectively implemented if there is co-operation and support at all levels- between Board of Management, Parents' Association, staff and parents- all striving towards the common goal of attaining high standards of what is acceptable educationally and socially for the children within the school community.

## **1.2 Ethos statement**

The Board of Management and staff of Howth Road Mixed National School is a school under the patronage of the Presbyterian Church in Ireland. It aims to provide a happy, secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence.

The school aims to develop pupils that are “life- long learners”.

The school aims to ensure that the individuality of each child is taken into account, recognising that each pupil develops at a different rate. Encouraging children to reach their potential and have a sense of satisfaction having done their best, is a key element in this.

Pupils are encouraged to see themselves as members of a community, beginning with their class group, their school, the local area community and ultimately the world. As such, the school seeks to promote honesty, courtesy, punctuality and responsibility- keys features for the self-aware. It is hoped to inculcate a proper regard for the rights and views of others, through a caring and tolerant attitude towards other people irrespective of gender, age, ethnicity, intellect, ability and family circumstance. The school seeks to provide an atmosphere of mutual respect.

Behaviour is dealt with through a positive approach, with a greater emphasis placed on rewards than sanctions.

Through curriculum studies the school seeks to

- expose pupils to a wide range of experiences
- enable children to communicate effectively with language and number
- encourage creativity
- acknowledge the value of learning from the past and the world around us
- encourage physical awareness and skills
- develop children spiritually and make them aware of religious teaching.

All relevant parties in the school community work in co-operation to provide a safe, happy environment in which each child will be valued as a unique individual and their holistic development advanced appropriately.

## **2.1 AIMS AND OBJECTIVES**

- To ensure that the individuality of each child is accommodated while acknowledging the right of each child to education free of disruption
- To foster a self esteem and self worth in children by developing self-respect, respect for peers, for those in authority and for the environment of the child.
- To achieve a high standard of behaviour through a strong sense of community within the school and a high level of co-operation between staff, pupils and parents.
- To produce responsible pupils who will learn from the good example set by those within the environment.
- To create in the children an understanding that they have rights and with these rights come responsibilities.
- To devise school rules in order that the health, safety and welfare of all members of the school community are protected.
- To take into account, due consideration and understanding for pupils who have a diagnosed behavioural or emotional condition.
- To foster an inclusive atmosphere, recognising the special needs of specific individuals and their contribution to the school community.

## **3.1 FOSTERING GOOD BEHAVIOUR AND RELATIONS**

- The policy of the school is to encourage openness between parents and teachers to discuss the safety, welfare and well-being of all pupils.
- Staff will, where possible draw focus to and encourage good behaviour through praise of pupils both individually and in front of peers.
- It is in the interest of pupils, parents and teachers that good relations should prevail between school and home.
- It is essential that a positive approach to the school, its staff and environs is adopted by all who use it.
- Negative misgivings about any aspect of the school community should not be discussed within a child's hearing.
- Encouraging high standards of behaviour among pupils and creating and maintaining an orderly atmosphere conducive to learning in the school will involve the use of praise and reward for good behaviour, sound relationships between teachers and pupils and effective teaching and learning procedures.

- It will also involve, in some instances, the application of sanctions to register disapproval of unacceptable behaviour. When sanctions are involved, pupils should understand what they have done is unacceptable and that it is the behaviour that is rejected, not the pupils.
- Annual parent/ Teacher meetings should provide an ideal channel in which to assess each child's progress and well-being.

## **4.0 SCHOOL RULES**

### **4.1 Misbehaviour is considered as follows:**

- a. Climbing on trees, walls, railings, furniture, sheds or gates.
- b. Cycling or using scooters, skates or skateboards in the school.
- c. Leaving school grounds during school hours without permission.
- d. The lifting or carrying of any children, by other children in the school yard.
- e. Rudeness and disrespect to others
- f. Mock fighting and play fighting,
- g. Spitting.
- h. Running or playing ball games in the building.
- i. Possession of objects which could cause injury or harm to persons or property.
- j. Littering
- k. Chewing gum
- l. Bad language

### **4.2 Gross Misbehaviour is considered as follows:**

- a. Aggressive, threatening or violent behaviour
- b. Bullying (see bullying policy)
- c. Wilful or malicious damage to any school property.

### **4.3 Playing Area:**

- a. Any area outside the tarmac area to the front and ends sides of the school building is out of bounds.
- b. Due to the confined space in the yard, children should take due care.
- c. Each class is allocated a play area and should remain within this area at playtime.
- d. Pupils should only enter the building at playtime with the permission of the teacher-on duty.
- e. Football is played at lunch time in the designated yard on a rota system.
- f. Dogs are not permitted in the playground area.

#### 4.4 School Property:

- a. School property and equipment must be treated with respect
- b. Broken windows or damaged property will be paid for by those who have caused wilful damage.

#### 4.5 School Tours/Outings.

Pupils must behave with high standards of consideration for others when on school outings and tours.

Misbehaviour whilst on a school tour may mean that a pupil will be barred from further future tours.

#### 4.6 Accidents:

A child involved in an accident in school must either report it to the class teacher (during class time) or the teacher-on-duty (lunch time). The teacher will follow the agreed school policy: First Aid will be administered by a staff member and a record of the incident logged in a report book in the office, kept by the school secretary. If it is deemed to be of a more serious nature the Principal will be notified. Accidents requiring further attention will be notified immediately to parents/guardians by contacting home or emergency contact numbers.

#### 4.7 School Lunches:

- A Healthy Lunch box policy is in place- contents of lunch box should not include fizzy drinks, chocolate or sweets, crisps. Foods loaded with additives and preservatives should be avoided where possible, as they can affect children's behaviour. **One treat item is permitted on Fridays.**
- Chewing gum is strictly forbidden
- Glass bottles must not be brought to school for safety reasons
- Children are encouraged to eat a smaller piece of lunch out of their hand at the first break. 10 minutes of eating time is allocated before the second break to allow pupils to eat lunches before going outside. Pupils must remain seated during eating-time.
- Any remaining lunch can be brought out by hand with the pupils to be eaten in the yard.

#### 4.8 Supervision:

If a child is reprimanded by an adult on yard supervision duty for any misbehaviour, any instruction given must be obeyed.

#### 4.9 Mobile Phones:

It is generally accepted by the school that pupils often carry mobile phones to school, in order to use them after school. Mobile phones must not be used in school. Pupils should switch off the phone as they enter the school grounds and hand it up to the class teacher on arrival in the classroom. They may be collected once more at “home time” and should only be switched on again once off the school premises. The Board of Management reserves the right to confiscate any phones being used in breach of these rules, as the potential for an inappropriate use of technology can cause great harm. If it is necessary for a pupil to phone home for any reason, this can only be done using a mobile phone with the permission and supervision of a teacher during school hours. The office phone can be availed of as an alternative for essential calls. ***All phones on site remain the property of their owners and are at all times, at their owner’s risk.***

#### 4.10 Medical:

- a. Permission to attend a doctor/dental appointment should be made in writing to the class teacher and the child must be collected at the classroom door by the parent.
- b. Any infectious or contagious illness or disease should be notified to the Principal immediately. The Board of Management will notify the wider parent body of the same, where necessary.
- c. Where a child requires medicine to be administered during school hours by a member of staff, parents must notify the Principal as a representative of the Board of Management and complete an Indemnity Form.

#### 4.11 Code of Dress:

- a. General appearance and personal hygiene must be acceptable at all times.
- b. In the absence of school uniform, pupils are encouraged to be both age and activity appropriate for school with regard to clothing.
- c. The wearing of jewellery is discouraged for safety reasons, especially necklaces and earrings. Where pupils have ear piercings, only studs may be worn to school, with a maximum of one per ear.
- d. Long hair: hair touching the collar or longer should be tied/ clipped back at all times in school so that it does not impede the line of vision and for health and safety reasons.
- e. The wearing of make up by any pupils is forbidden.

#### 4.12 Photographs

Photographs should only be taken during school time with the expressed permission of the Principal and in line with the Child Protection Policy.

#### 4.14 Attendance and Punctuality:

Pupils must be on time for school. The school is open to receive pupils at 8:20am. Pupils should not arrive later than 8:40am as formal teaching begins at this time. Junior and Senior Infant classes are dismissed at 1pm and all other classes at 2pm.

Where a pupil has to leave school outside the regular times, a written note should be supplied to the class teacher. Parents/ Guardians should collect the child from the class teacher's care- i.e. notify the teacher; do not collect children from the school yard.

Under the terms of the Children's Welfare Act, 2000, it is mandatory for the Principal to notify the National Educational Welfare Board of any pupil's absence which exceeds 20 days in the duration of a school year.

Where attendance is erratic, the Principal will contact the parents/guardians and ascertain a reason for this.

Under the terms of the Education Act, we, as a recognised school, are obliged "to promote and foster.....an environment that encourages children to attend school and participate fully in the life of the school".

Parents, who choose to remove their children from school during term time for reasons other than illness or urgent family reasons, do so in the knowledge that their child will be missing out on the delivery of the curriculum during their absence.

Teachers will, on request, outline some of the topics to be covered during this absence, but will not check or correct any of the work undertaken by the pupil during the absence.

When a pupil is absent for a prolonged period due to illness or some other extenuating circumstances, this policy will not apply: the class teacher will then, when possible, liaise with the parent/guardian and a strategy to address the situation will be agreed by the parties concerned with the pupil's education.

#### Safety when entering and leaving school

- The school is not open to accept pupils before 8:20 am. Supervision is not provided before this time and the Board of Management accepts no responsibility for any person in the grounds before this time.
- A school traffic warden is provided by Dublin City Council at the opening and closing of school. All children, when dismissed by their teacher should walk to the school gate where a teacher on duty oversees the exodus.
- Any children who have not left the school by 2:10pm will be brought back inside by the teacher-on-duty and a parent/guardian will be contacted. Should this occur, the child will remain under supervision in the school office until collected.

- Cycling within school grounds is not permitted- cyclists should dismount and bicycles should be stored in the bike racks provided behind the infants classroom.
- Parents should not drive into the school grounds at any time, unless given express permission to do so by the school principal. Parents are also reminded to park with due consideration to other road- users.
- “Horse-play” is to be avoided at all times in the school yard.

## **5.1 DISCIPLINARY PROCEDURES**

The Board of Management has ultimate responsibility for behaviour in the school. This Code of Behaviour is formulated by the Principal and teaching staff. The Principal, as a member of the Board of Management, has overall responsibility for the execution of this policy within the school.

Each teacher has responsibility for the maintenance of good behaviour within his/her classroom while sharing a common responsibility for good order within the premises.

A pupil should be referred to the Principal for repeated incidents of misbehaviour, Gross misbehaviour or a serious breach of discipline.

The following sanctions are used to show disapproval of unacceptable behaviour:

Any of the following sanctions may be applied at the teacher’s discretion for incidents of misbehaviour.

- Reasoning with a pupil
- Advice on how to behave
- Reprimand
- Temporary separation from peers
- Loss of privileges
- Detention during lunch times
- Prescribing additional work for school or home.

Any of the following sanctions may be applied for incidents of misbehaviour which have not yet been resolved

- Referral to the Principal
- Communication with parents/guardians
- Pupil is placed on formal daily report
- Recommendations for professional assessment

Any sanctions in the following category are pertaining to gross misbehaviour such as aggressive, threatening or violent behaviour. Sanctions may only be applied by the Principal and if necessary the Chairperson of the Board of Management.

- Suspension
- Expulsion

Communication regarding behaviour will be verbal or written depending on the circumstances. The Class teacher/ Principal will make themselves available at a mutually agreed time with the Parents/Guardians of the child in question to discuss the issue with a view to resolving it. Parents will also make themselves available at a mutually agreed time to meet with the Class teacher/ Principal to discuss the behavioural issue with a view to resolving it.

Where there are repeated instances of misbehaviour (e.g. where a child has been placed on report 3 times in any one year), the Chairperson will be informed and the Parents meet with the Principal, the Chairperson and the Class teacher or any combination of the above.

If the parents and where appropriate, the pupil, do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a temporary period. Suspension will be in accordance with the terms of Rule 30 (5) The Rules for National Schools. This rule provides for an initial period of suspension followed by a further period of suspension if the situation is not resolved.

In the case of serious misbehaviour the Board may authorise the Chairperson and/or the Principal to sanction an immediate suspension pending discussion of the matter with the parents.

Expulsion will be considered, where appropriate, in accordance with Rule 130(6) of the Rules for National Schools. Parents will be advised of their right to appeal this decision and an outline of the procedures involved will be given. Written submission on reasons for appeal by parents will be forward to the Chairperson, Board of Management.

In cases where a child is believed to be emotionally/ psychologically disturbed in a way which affects the child's behaviour, the school may recommend parents to have the child assessed and, if professionally advised, placed according to his/her needs. The school will make every effort to support parents in obtaining help for their child.

In the administration of this section of the Code of Behaviour, it is essential to point out that it is the child's behaviour that is being rejected- not the child. It is extremely important that the dignity of the parent, child and teaching staff is respected at all times.

### **6.1 PROCEDURES FOR COMPLAINTS**

If a parent is concerned about his/her child- either academically or socially within the school, it is imperative that any problem should be resolved as soon as possible.

- Seek an appointment to see the class teacher
- If still unresolved, seek an appointment to see the Principal.
- If the situation still requires attention, contact the Chairperson of the Board of Management.

### **7.1 IMPLEMENTATION OF THE POLICY**

- All parents will be asked to sign an acceptance of the Code of Behaviour upon their child's enrolment into the school.
- A copy of basic school rules will be included in the homework journal which pupils will be asked to sign annually.

### **8.1 Absence Reporting dates (NEWB- National Educational Welfare Board)**

See page 12

### **8.2 Administration of Medicines in school**

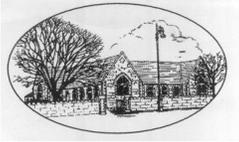
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### **8.3 Parents agreement to Code of Behaviour**

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### **8.4 Roll Book Contract (Pupils Journals)**

See page 15



**Howth Road Mixed National School**  
**Clontarf Road, Clontarf, Dublin 3**  
**Tel. 01 833 5124**

Date \_\_\_\_\_

Dear \_\_\_\_\_

**You will be aware that the school is obliged to inform the National Educational Welfare Board of aggregated absences of 20 days.**

**Since the start of the school year, to date, \_\_\_\_\_ has an accumulated a total of \_\_\_\_\_ absences.**

*Do remember if your child is ill, he or she should not come in until they are better.*

I trust this matter is helpful to you.

Yours sincerely,

Martha Woolmington

Principal

**NB! *Please remember to send in a letter or Absence form whenever your child is absent (for whatever the reason) so we have a note on record.***

**Special &/or Medical Need of my child**

If your child has any special needs it is important that we have a note of them on their file and will be passed on from class teacher to class teacher down the years.

Name of Pupil \_\_\_\_\_ (Fill out in Block writing please)

Suffers on an on-going basis from the condition known as \_\_\_\_\_

(Exact medical term and what symptom's to watch for)

In an emergency what action needs to take place \_\_\_\_\_

(Exact action needed in the event of the symptom's arising)



**Administration of Medicines in schools**

**Indemnity**

THIS INDEMNITY made the \_\_\_\_ day of 20\_\_ BETWEEN \_\_\_\_\_ (parents)  
(lawful father and mother of \_\_\_\_\_) of \_\_\_\_\_ (Child)

(hereinafter called 'the parent') of the One Part AND \_\_\_\_\_ (Class teacher)

For and on behalf of the Board of Management of Howth Road Mixed National School situated at Clontarf Road, Clontarf, Dublin 3 in the County of Dublin (hereafter called 'the Board' of the Other Part.

Whereas:

1. The parents are respectively the lawful father and mother of \_\_\_\_\_ (child), a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as \_\_\_\_\_
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz \_\_\_\_\_ (details of medicine)
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and / or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and / or the principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

\_\_\_\_\_  
(Parent / Guardian)

\_\_\_\_\_  
(Parent)

SIGNED AND SEALED by the parents in the presence of: \_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Class teacher)

SIGNED AND SEALED by the said in the presence of: \_\_\_\_\_  
(Witness)

8.2 Administration of Medicines in school



**Howth Road Mixed National School**  
**Clontarf Road,**  
**Clontarf,**  
**Dublin 3**  
**Tel. 01 833 5124**

Code of Behaviour -Parental/Guardian agreement

I have read and accept the Code of Behaviour.

Signed \_\_\_\_\_  
(Parent/Guardian)

Child/Children's Name(s) \_\_\_\_\_

Date \_\_\_\_\_

Any comments:

## ***Pupil Contract***

*(contained in homework Journal)*

Howth Road National School is a community made up of Many different people. School should be a happy place, where everyone can learn safely. Teachers and staff are there in place of your parents to make sure this happens.

How I can help.....

**Obey the school Code of Behaviour.**

### Rules

<p><b>In the building</b></p> <ul style="list-style-type: none"> <li>• No running or horseplay</li> <li>• Be mannerly &amp; show respect for others – pupils, teachers, staff and visitors</li> <li>• Keep the building neat &amp; tidy</li> <li>• Make sure my teacher knows where I am at <u>ALL</u> times</li> <li>• Work hard and make every effort not to distract others as they work.</li> </ul>	<p><b>In the playground</b></p> <ul style="list-style-type: none"> <li>• Play safely and sensibly showing care for others</li> <li>• No wild running about</li> <li>• No mock fighting</li> <li>• Be polite!</li> <li>• No bad language</li> <li>• Never leave the school grounds without permission</li> </ul>
<p><b>With other people</b></p> <ul style="list-style-type: none"> <li>• Listen well (don't speak over someone else)</li> <li>• Be aware – notice when someone else needs help/ a door held open/ someone to talk to.</li> <li>• Be polite – use mannerly ways of speaking</li> </ul>	<p><b>What to do if you are injured or bullied</b></p> <ul style="list-style-type: none"> <li>• Get help ⇒ tell someone</li> <li>• Never hit back or ask someone else to hit for you</li> <li>• Tell a grown up ⇒ Adults can stop bullying behaviour, but only if you tell them about it</li> </ul>

I understand the Code of Behaviour and will do my best to follow the rules

\_\_\_\_\_

(Pupil signature)

\_\_\_\_\_

(Parent/Guardian signature)

\_\_\_\_\_

(Date)